

## SAMPLE NARRATIVE

### I. STATEMENT OF NEED

#### A. Problem/Need

Recreational services are an important component in our community. Providing all youth a positive opportunity for involvement in conventional activities, such as sports and organized recreational activities, is an important first step in the development of a youth's commitment to such activities. Providing constructive leisure-time opportunities is a recognized prevention strategy to promote youth development and lessen delinquent activity. Recreational programs offer youth an opportunity to learn life-long interests. Youth have no other outlet for recreational activities, as there are no other service providers. Recreation services are part of the county's Comprehensive Plan.

#### B. Target Population

Recreational services will be offered to all youth ages \_\_\_\_ to \_\_\_\_ in our municipality. Some programs may be limited by the number of youth they serve at one time. Recruitment will be through public media notice, school announcements or other \_\_\_\_\_ (specify).

#### C. Geographic Area

Services will be provided with the (Town/Village/City) of \_\_\_\_\_, a rural community in \_\_\_\_\_ County. The total youth population is \_\_\_\_\_ (0-21). There are no other free recreational services available to youth. Fee charging recreation programs such as the YMCA or leagues are limited in number.

### II. PROGRAM OBJECTIVES

The goal of the program will be to improve youth commitment to conventional activities, such as (swimming/skiing. . .etc.) to increase youth's 1) skills in athletic activities, 2) teamwork and social skills, 3) individual responsibility and personal growth.

#### A. Program Outcome Objectives

- 1a. To involve 360 youth ages 7 to 14 in five hours of tennis instruction each as measured by attendance records at end of summer program.
- b. To improve the tennis skills of 360 youth ages 7 to 14. 300 youth (83%) will increase their skills levels in one week as shown by instructor observation and skills certificates awarded.
2. To increase swimming skills for 560 youth ages 3 to 14. 500 youth (89%) will increase swimming skills by one level in one week as shown by Red Cross Swim certificates.
3. To involve 100 youth, grades 3-5, from Oak, Maple and Birch Schools, in one three hour field trip to local history museum as measured by attendance records.

#### B. Monitoring

Program monitoring will occur through regular reports by Recreation (Pro-

gram) Director to Recreation Commission (or Town Board). Fiscal monitoring will be by municipal fiscal officer. External monitoring will occur through Youth Bureau and/or State Comptroller's Office

C. Evaluation

Evaluation will be done by Program Director, with the results being shared with the Recreation Commission and/or Town Board. The level of achievement of objectives will be reviewed with program changes being made to improve services if result indicates changes are needed. Evaluation will occur at end of program. Information used to evaluate will be that identified in above objectives including attendance records, performance records and staff observation.

III. SERVICE METHODS

- A. Tennis Instruction - Lessons will be offered Monday - Friday from 9:00 a.m. to 12:00 p.m. at the \_\_\_\_\_ courts for six weeks from 7/1-8/6 1987. Each lesson will last 45 minutes; each of four instructors will teach five youths per lesson. Youth will be between 7 and 14. Each youth will participate one week.
- B. Swim Instruction - Lessons will be offered Monday, Wednesday, and Friday from 1:00 p.m. - 3:00 p.m. at the \_\_\_\_\_ pool for four weeks from 7/1-7/28 1987. Each lesson will last 30 minutes. Five instructors will each teach 7 youths per lesson. Lessons will be offered for beginners, advanced beginners, intermediate and advanced intermediate levels for youth ages 3 to 14. Each youth will participate for one week.

IV. ORGANIZATIONAL DESCRIPTION AND QUALIFICATIONS

A. Organizations Experience

The municipal youth commission is designed to promote healthy youth development. It is volunteer commission composed of local community members, appointed by the Town Board. These programs are supported by local tax revenue or other sources such as \_\_\_\_\_ (identify).

B. Personnel

1. Staff:

- a. Swim Instructor: certified WSI and CPR.
- b. Tennis/Soccer Instructors: community persons with expertise in sport and experience in working with youth.

2. Volunteers: volunteers will be recruited from the community by Program Director and will assist in field trips, coaching and other activities as appropriate.

C. Board of Directors

Please attach list of Recreation Commission members if there is one or list of Town/Village Board. List should include name, home or professional address, name of employer and relevant professional affiliations.